

# Invitation to Facilitate the Upcoming Sports Tournament

Date: [Insert Date]

Dear [Recipient's Name],

We are pleased to announce the upcoming [Name of the Tournament] scheduled on [Date] at [Location]. This tournament promises to be an exciting event, bringing together athletes from various teams to compete and showcase their skills.

We would like to formally invite you as a facilitator for this event. Your expertise and experience in [relevant sport/role] would be invaluable in ensuring the smooth execution of the tournament.

Details of the tournament are as follows:

- **Date:** [Insert Date]
- **Venue:** [Insert Venue]
- **Time:** [Insert Time]
- **Participating Teams:** [Insert Team Names]

Should you accept this role, we will provide further information regarding your responsibilities and a briefing session prior to the event.

Please let us know your availability by [RSVP Date]. We look forward to your positive response and to collaborating with you in making this tournament a great success.

Thank you for considering this opportunity.

Sincerely,

[Your Name]  
[Your Position]  
[Your Organization]  
[Contact Information]